

SHELTER CLUSTER TRAINING AUGUST 2014, HARGEYSA

DAY 4:

USE OF GMAIL ACCOUNTS

WHY GMAIL ACCOUNTS

EMAILS: For sustainability purposes, we will use this email adres for hand-over puposes.

MOBILE TECHNOLOGY: you will need a gmail account to log in with playstore for the latest version of MFIELDWORK

MAPSENGINE: we use mapsengine (google) to put in a map all the basic services that people access. Through the gmail account, we can share the specific maps for your region, which you can edit (delete, change name,...)

CALENDER: the calender will be come the workplan and all activities that you are coordinating should be mentioned here.

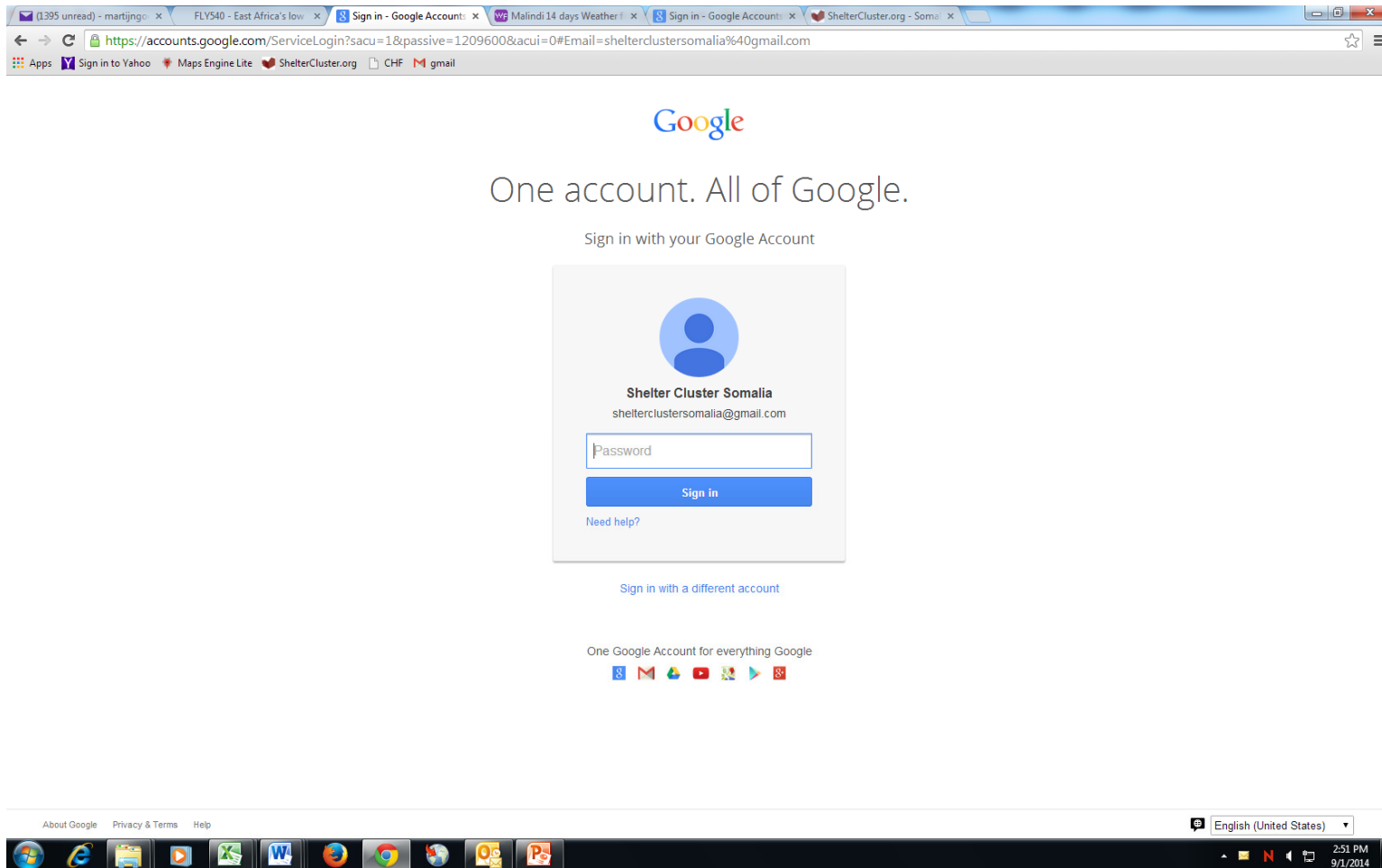
DECISIONS ON EMAILS

EMAILS: As discussed, the regional shelter cluster coordinators have the choice:

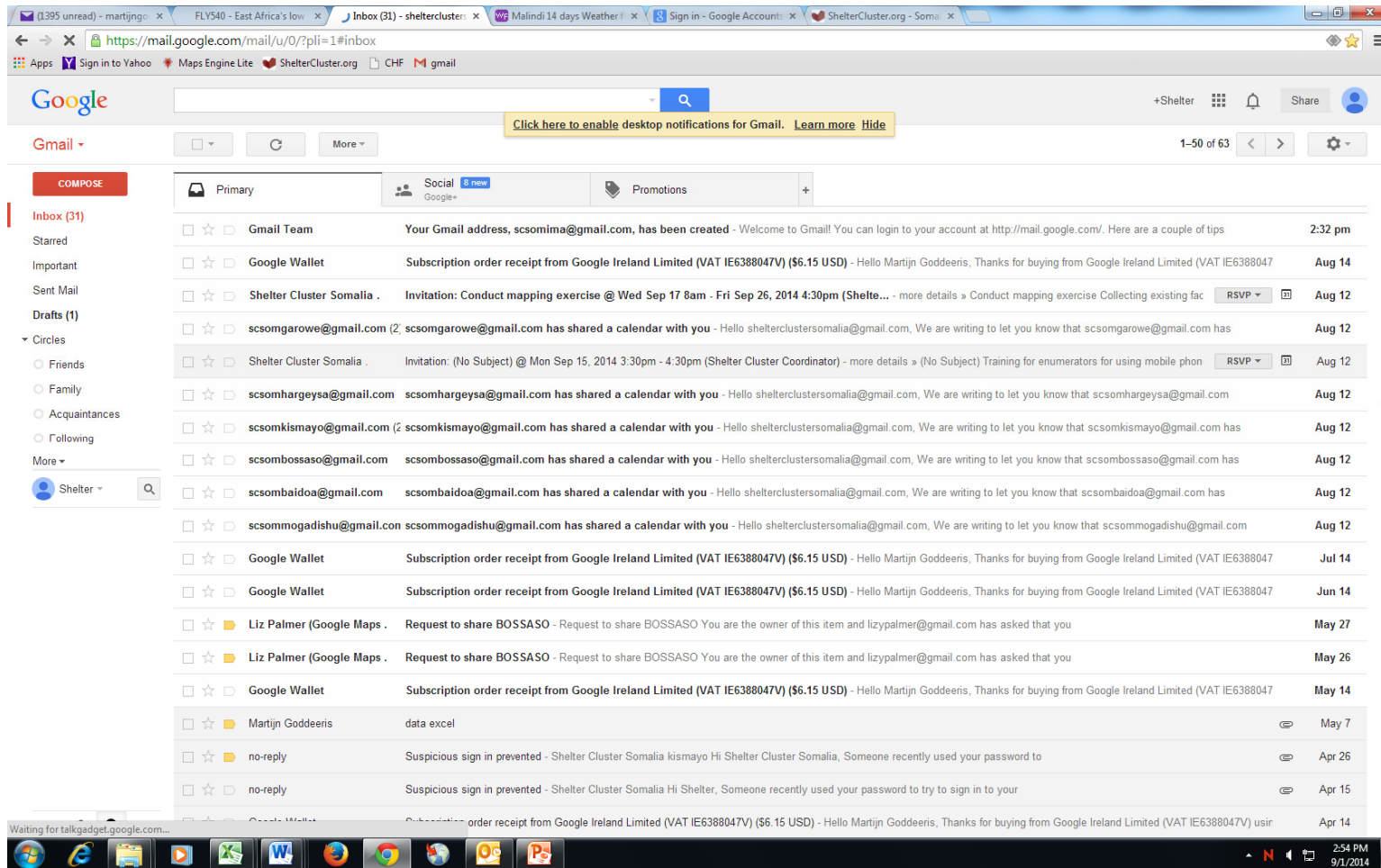
*to either use the gmail account for all correspondence
OR *systematically add the gmail account in cc for all correspondence.

PASSWORDS: the general password is “*sheltercluster*” . All coordinators are free to change their password but will have to provide the logins when they handover the tasks to another person.

GETTING STARTED: LOG IN

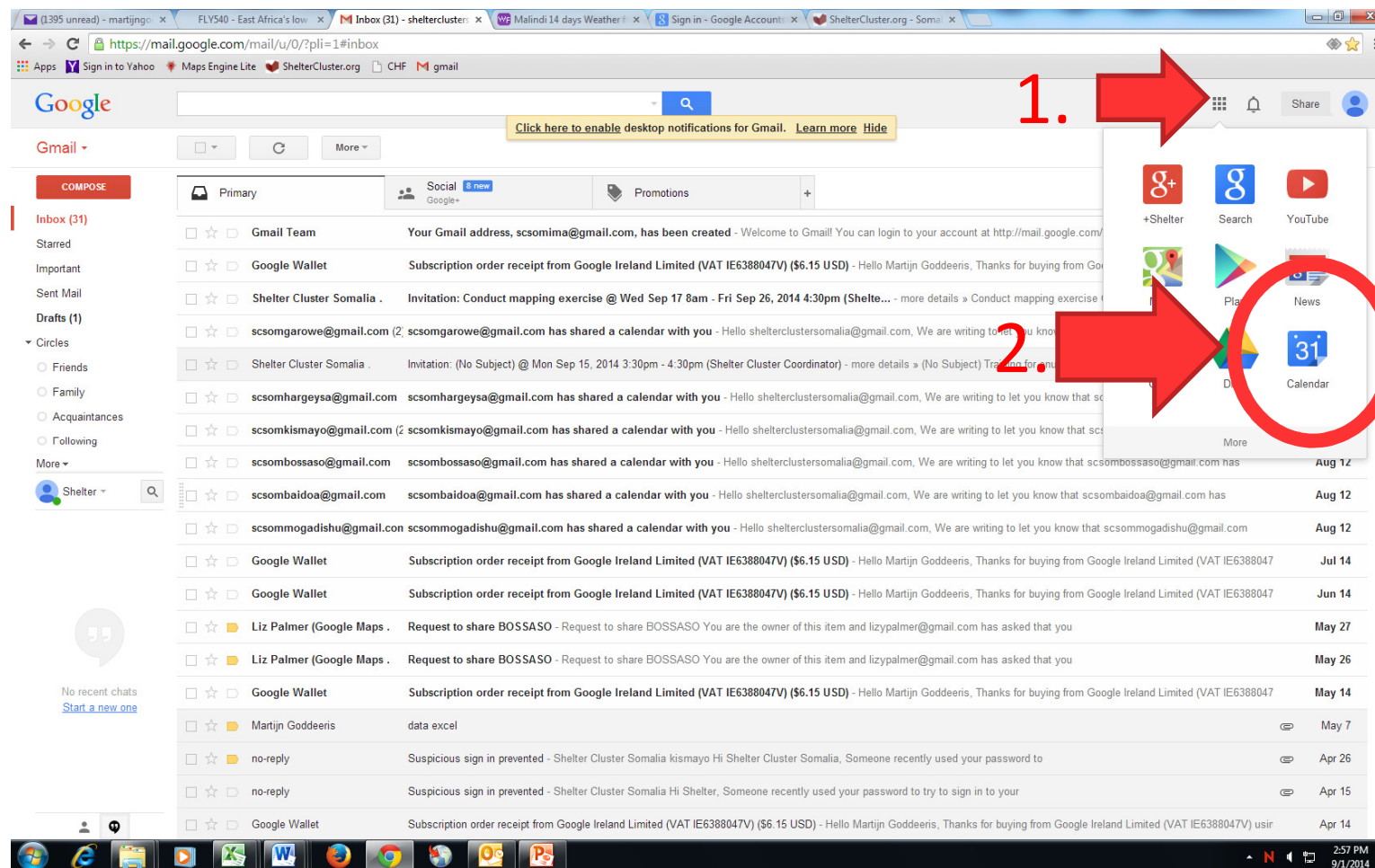


GETTING STARTED: gmail account



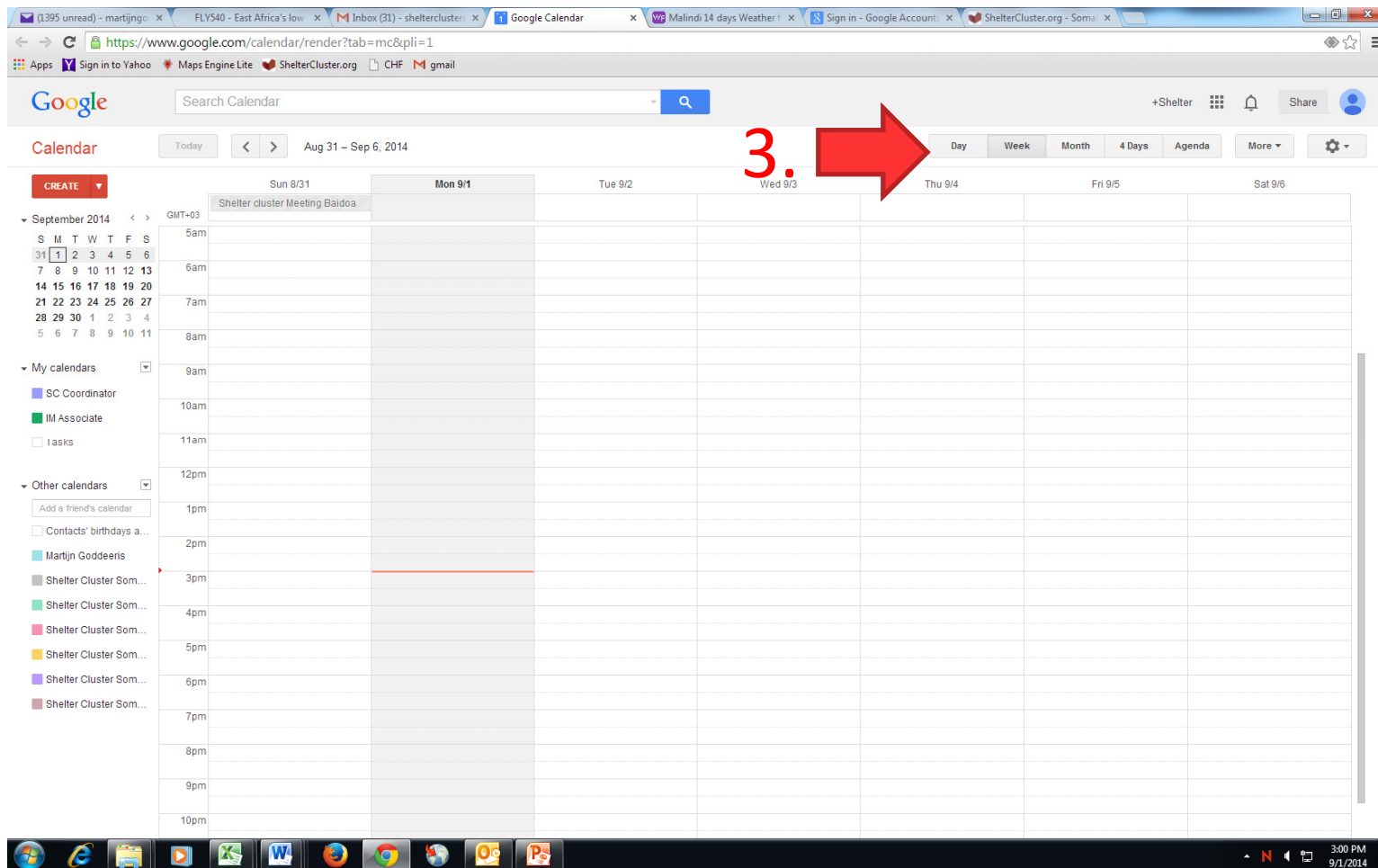
With the handover, the new regional coordinator should have access to all the mails that have been sent.

FROM GMAIL TO THE CALENDER



Push on button 1 and then look for calendar in the google inventory of all their applications.

USING THE CALENDER



It is always most easy to look at the monthly calender (see 3)

MONTHLY CALENDER

4. →

5. →

The screenshot shows a Google Calendar interface for September 2014. The calendar is viewed in a monthly grid. On the left, there is a sidebar with 'My calendars' and 'Other calendars'. Under 'My calendars', 'SC Coordinator' is selected with a blue icon, and 'IM Associate' is listed with a green icon. Under 'Other calendars', several 'Shelter Cluster Som...' entries are listed with different colored icons. The main calendar area shows events for September. Notable events include 'Shelter cluster Meeting Baidoa' on Sep 1, 'MARRIAGE ANDY UNHCR MACHA' on Sep 13, and 'SC Monthly Meeting - Garowe' on Sep 30. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 3:02 PM on 9/1/2014.

You will have both have access to your calenders (nr 4) and the shared calenders from colleagues (nr 5).

SHARING CALENDERS

The screenshot shows a Google Calendar interface in a web browser. The calendar is set to September 2014. On the left, there is a sidebar with a 'CREATE' button and a list of calendars. A red arrow labeled '6.' points to the 'Share this Calendar' option in the sidebar. Another red arrow labeled '7.' points to the 'Share this Calendar' option in the dropdown menu that appears when a calendar is selected. The main calendar area shows various events, including 'Shelter cluster Meeting Baidoa' on Sep 1, 'MARRIAGE ANDY UNHCR MACHA' on Sep 13, and 'Aude marriage' on Sep 28. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 3:05 PM on 9/1/2014.

Click on the right of the calender you would like to share (6)
and share the calender (7)

SHARING CALENDERS

The screenshot shows the Google Calendar interface for sharing a calendar. A red arrow labeled '8.' points to the 'Person' column, which contains a list of email addresses. Another red arrow labeled '9.' points to the 'Permission Settings' column, which contains dropdown menus for each email address. The 'Remove' column contains trash icons. The interface includes a search bar, a 'Share' button, and a 'Back to calendar' button. The footer shows the Google logo, search bar, and copyright information.

Person	Permission Settings	Remove
Enter email address	See all event details	Add Person
scsomgarowe@gmail.com	See all event details	Remove
scsomaalkacyo@gmail.com	See all event details	Remove
scsomharveysa@gmail.com	See all event details	Remove
scsombaidoa@gmail.com	See all event details	Remove
scsombeletweyne@gmail.com	See all event details	Remove
scsomkismayo@gmail.com	See all event details	Remove
scsomdholey@gmail.com	See all event details	Remove
shelterclustersomalia@gmail.com	Make changes AND manage sharing	Remove
scsommogadishu@gmail.com	See all event details	Remove
scsomooolow@gmail.com	See all event details	Remove
scsombossaso@gmail.com	See all event details	Remove

Add an email account with who you would like to share (8) and decide what permission you want to grant him/her (9)

SHARING with SECRETARIAT

The screenshot shows the Google Calendar sharing interface for a calendar named 'SC Coordinator Details'. A red arrow labeled '8.' points to the 'Person' column, and another red arrow labeled '9.' points to the 'Permission Settings' column. The table lists several email addresses, with 'shelterclustersomalia@gmail.com' highlighted. The permission for this email is set to 'See all event details'. Below the table, there is a tip about sharing with coworkers and a 'Save' button.

Person	Permission Settings	Remove
Enter email address	See all event details	Add Person
scsomgarowe@gmail.com	See all event details	Remove
scsomgaalkacyo@gmail.com	See all event details	Remove
scsomharveysa@gmail.com	See all event details	Remove
scsombaidoa@gmail.com	See all event details	Remove
scsombeletweyne@gmail.com	See all event details	Remove
scsomkismayo@gmail.com	See all event details	Remove
scsomdhobley@gmail.com	See all event details	Remove
shelterclustersomalia@gmail.com	Make changes AND manage sharing	Remove
scsommogadishu@gmail.com	See all event details	Remove
scsomooolow@gmail.com	See all event details	Remove
scsombossaso@gmail.com	See all event details	Remove

Tip: Sharing with coworkers?
Companies can move to Google Calendar to make sharing easier. [Learn how](#)

[Back to calendar](#) [Save](#) [Cancel](#)

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shelterclustersomalia@gmail.com (8) should have editing rights as we will want to add tasks on your calendar (9).

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Enter email address	See all event details	Add Person
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scsomgaalkacyo@gmail.com	See all event details	
scsomharveysa@gmail.com	See all event details	
scsombaidoa@gmail.com	See all event details	
scsombeletweyne@gmail.com	See all event details	
scsomkismayo@gmail.com	See all event details	
scsomdhobley@gmail.com	See all event details	
shelterclustersomalia@gmail.com	Make changes AND manage sharing	
scsommogadishu@gmail.com	See all event details	
scsomooolow@gmail.com	See all event details	
scsombossaso@gmail.com	See all event details	

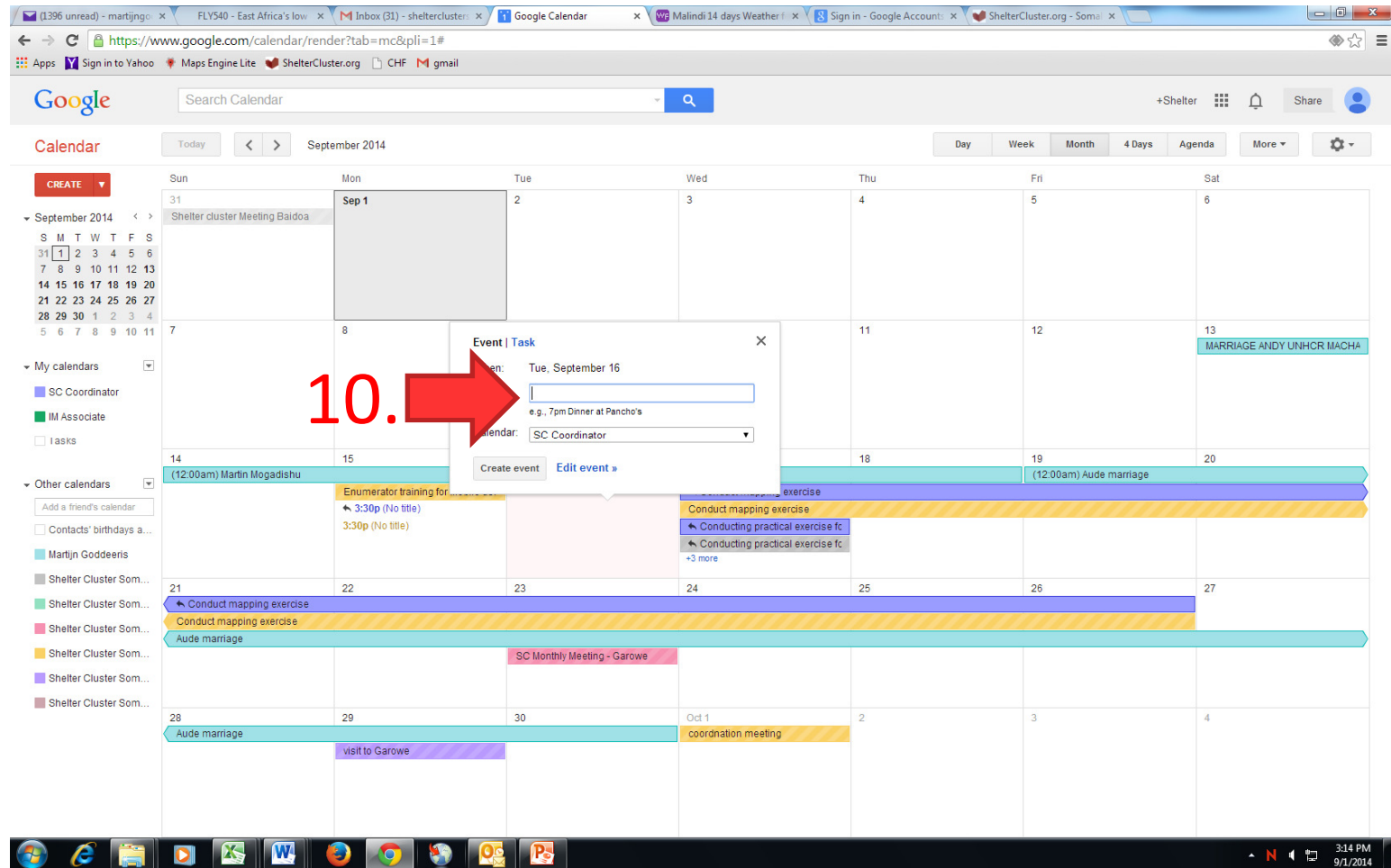
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shelterclustersomalia@gmail.com (8) should have editing rights as we will want to add tasks on your calendar (9).

ADDING A TASK



Double click on the date you would want to set up a new event
(10)

ADDING A TASK

Name: short and to the point (fe SC monthly meeting, Training mapping, ...)

Time: for mapping exercises, it will be full day, for monthly meetings, it will be specific.

Provide a description. This can be copy pasted from the final report or from the minutes. Please specify actionpoints that were taken

The screenshot shows the Google Calendar 'Add Event' form. Red arrows from the instruction boxes point to the following fields:

- Event title:** Labeled 'Untitled event'.
- Date:** Set to '9/16/2014' to '9/16/2014'.
- Description:** A large text area for the event details.
- Reminders:** Set to 'Pop-up' at '30 minutes' before the event.

Other visible form elements include:

- Buttons:** 'SAVE' (red), 'Discard', 'Find a time'.
- Where:** 'Enter a location'.
- Video call:** 'Add video call'.
- Calendar:** 'SC Coordinator'.
- Add guests:** 'Enter email addresses' and 'Add' button.
- Guests can:** ☐ modify event, ☒ invite others, ☒ see guest list.
- Event color:** A row of color swatches.
- Show me as:** ☒ Available, ☐ Busy.
- Privacy:** ☒ Default, ☐ Public, ☐ Private.
- Footer:** 'By default this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)' and 'Want to add attachments? [Learn how to enable the lab](#)'.

You can set reminders

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The screenshot shows the Google Calendar 'Add Event' interface. The browser tabs include 'martings', 'FLY540 - East Africa's low', 'Inbox (31) - sheltercluster', 'Google Calendar', and 'Malindi 14 days Weather'. The address bar shows 'https://www.google.com/calendar/render?tab=mc&pli=1#'. The form includes fields for 'Where' (location), 'Video call' (Add video call), 'Calendar' (SC Coordinator), 'Description', 'Event color' (with a color palette), 'Reminders' (Pop-up, 30 minutes), 'Show me as' (Available, Busy), and 'Privacy' (Default, Public, Private). There are also sections for 'Add guests' and 'Guests can' (modify event, invite others, see guest list). A link at the bottom says 'Want to add attachments? Learn how to enable the lab!'.